

[date]

Principal
School
Address
City, state zip

Dear M_____:

This letter of agreement is to document our shared understanding about the scope, roles, and activities of [school] and the Indiana Area Health Education Centers (AHEC) in supporting the INSight Youth Corps (IYC) at [school].

1. The vision of the IYC is to develop a statewide network of high school students trained as mentors and leaders to promote, model, and teach healthy behaviors in their schools and communities. The IYC prepares and empowers high school students to provide health education within their school system, as well as design and carry out creative health-related individual and community-based projects. The IYC is designed to provide experience-based learning, enhance personal and academic achievement and build leadership skills among its members. The IYC prepares students for future success and commitment to lifelong healthy lifestyles and health advocacy.
2. The sponsors of this project are the Indiana State Department of Health (ISDH) and INShape Indiana, Governor Daniels' statewide health initiative that assists Hoosiers in making healthy choices. The AHEC is a contractor to ISDH with responsibilities to arrange and provide services in a partnership, community-based context with local schools to establish and support IYC programs around the state.
3. *The INSight Youth Corps Handbook* articulates additional information about our respective commitments, activities, and roles, and is considered part of this letter of agreement.

During the 2006-07 academic year, AHEC will:

1. Provide orientation and training to the faculty advisor responsible for overseeing the IYC program at [school].
2. Assist [faculty advisor] in recruiting IYC student participants.
3. Provide materials and an instructor for a minimum of 3.0 hours of on-site training for IYC student participants. Training is designed to equip students with skills and knowledge needed to effectively implement IYC projects.

4. Provide ongoing telephone and e-mail technical assistance and resource consultation for the faculty advisor and IYC student participants in implementing IYC projects at [school].
5. Provide technical assistance and information supporting [school]'s application for ancillary funding, if desired.
6. Participate in program evaluation data collection activities, and facilitate students' submission of project description and evaluation materials.

During the academic year 2006-07, [school] will:

1. Provide administrative support and ancillary services needed for the successful conduct of this project, such as security, janitorial, facilities, clerical, and student supervision services needed for IYC student participants to successfully complete the educational interventions envisioned by this project.
2. Appoint an appropriately qualified faculty advisor, who will be the chief liaison with [AHEC], and who will fulfill the faculty advisor functions as described in the *Handbook*.
3. Each INSight Youth Corps must adhere to the minimum requirements as set forth in the handbook, including completion of one peer to peer education project and one creative health project during the academic year.

By acknowledging our agreement to these terms, we also acknowledge our mutual commitment to communicate with each other frequently and solve problems collaboratively, in a team approach to this project. This project links service learning, leadership, teamwork, and health education into a learning opportunity for [school] students. We are mutually committed to ensuring that students have a successful, productive experience as part of this project.

[AHEC rep]
[AHEC]

[principal]
[school]

[faculty advisor name]